

**Health Information Technology Exchange of Connecticut  
Executive Committee/Ad Hoc CEO Search Committee Meeting Minutes**

December 6, 2010

**Executive Committee members present:** J. Robert Galvin, M.D., M.P.H., M.B.A., Thomas Agresta, M.D., Lisa Boyle, Daniel Carmody, Peter Courtway, John Lynch, Mark Masselli

**Ad Hoc CEO Search Committee members present:** John Lynch, Mark Masselli, Angela Mattie

**Others present:** Penny Davis, Jill Kentfield, Sarju Shah, Lynn Townshend

Dr. Thomas Agresta, Board Vice Chair, called the meeting to order at 2:10 PM.

After Commissioner Galvin's opening remarks, members of the Executive Committee reviewed the minutes from the September 23, 2010 Executive Committee meeting. A motion was made by Dan Carmody and seconded by Dr. Galvin to adopt the minutes as written. The motion passed unanimously.

Members of the Executive Committee also reviewed the minutes of the November 10, 2010 meeting. A motion was made by Dr. Galvin and seconded by Dan Carmody to adopt the minutes as written. The motion passed, with Lisa Boyle abstaining.

Lynn Townshend provided the DPH update, consisting of information regarding the latest version of the Connecticut Health Information Exchange Strategic and Operational Plan. The revised version of the plan was submitted to the Office of the National Coordinator on December 1, 2010, and consisted of a revamped environmental scan and gap analysis as well as clarification on how Connecticut will support "meaningful use." Discussion ensued regarding the Interclinician Direct Messaging with John Lynch pointing out that this is another area of change.

Ms. Townshend agreed to produce a document in Word comparing the September HIE Plan with that submitted last week, to be sent to the entire Board prior to next week's meeting.

Mr. Lynch requested clarification from Dr. Agresta regarding the make-up of the HITE-CT Business & Technical Committee, which Mr. Lynch is now chairing. Dr. Agresta, as the previous committee chair, and Mr. Lynch will discuss further how that transition will take place and affect the current committee's make-up.

Ms. Townshend updated the group regarding the progress of the set-up of the HITE-CT, noting that a bank account for the quasi-public entity is being finalized. In addition, the Legal and Policy committee will be providing the Board with information regarding the committee process following their meeting of December 7, 2010. Ms. Boyle also noted that the Request for Proposal for legal services will be addressed at the same meeting and brought to the full Board at its meeting on Monday, December 13, 2010.

Based on the job description approved by the full Board on November 15, 2010, Penny Davis from the DPH Human Resources brought to the group a proposed three-tiered process for seeking a Chief Executive Officer for the HITE-CT. She noted that DPH will serve as the initial point of contact for all candidates, and will conduct the first review. Peter Courtway asked that a process for accepting resumes be considered (email submissions, only, for example).

Ms. Davis will send to Commissioner Galvin, with a copy to Ms. Townshend for distribution to the group, the proposed three-tier CEO consideration process.

Ms. Mattie asked how candidates would be recruited. The discussion that followed centered on making use of a variety of targeted publications, particularly websites of organizations that are populated with potential candidates, such as the Office of the National Coordinator. There was also discussion as to how this process will be financially feasible.

Ms. Townshend asked that committee members send her by Friday and all ideas for membership and professional organizations that may be targeted to place the job description. Ms. Davis noted that the Connecticut Department of Administrative Services does provide executive search service that has been successful in finding leadership for other Connecticut quasi-public agencies. DAS is a place where the job description may also be posted. Mr. Masselli asked the group to also consider placing an ad with the New York Times.

Discussion turned toward whether or not federal funds can be spent before they are released.

Regarding the CEO and meaningful experience, the following qualities were identified:

- Must have lead and been directly responsible for overseeing multi-disciplinary teams through the process of implementation or transformation of a health care based information system.
- Entrepreneurial
- Politically savvy
- Demonstrated ability to influence others over whom the candidate does not have direct responsibility.

There was no public comment. A motion was made by Mark Masselli to adjourn the meeting, which was seconded by Peter Courtway. The meeting was dismissed at approximately 3:00 PM.